

March 8, 2011



Tullahoma Municipal Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

**Meeting Attendance
March 8, 2011**

Members Present

<input checked="" type="checkbox"/>	John Miller, Chairman
<input checked="" type="checkbox"/>	Sharon Tinkler
<input checked="" type="checkbox"/>	Rod Pozo
<input checked="" type="checkbox"/>	Jim Apple
<input checked="" type="checkbox"/>	Karla Smith
<input checked="" type="checkbox"/>	Sam Crimm
<input checked="" type="checkbox"/>	Steve Worsham

Other Officials Present

<input checked="" type="checkbox"/>	Jon Glass, Airport Manager
<input checked="" type="checkbox"/>	Alderman Mike Norris (for Alderman Sandlin)
<input type="checkbox"/>	Wayne Thomas, Tullahoma News

Visitors

Trev Echols (Mid-Ten Aviation), Mike and Sandy Loehle, Doug Kincell, John Stubbs (Public Comments), Chris Rounds (New Business) and Alderman James Eads.

Note: Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

**Meeting Minutes
March 8, 2011**

- 1. Meeting called to order at 5:00 pm.** Chairman Miller welcomed Sharon Tinkler to the Board and Alderman Norris who is filling in for Alderman Sandlin for this Board meeting.
- 2. Minutes for the February 8, 2011 meeting were approved** with the following correction. On the second page agenda item #5, "FBO report" was corrected to read "Treasurer's report."

- 3. Public Comments** – Sandy Loehle reported that Trade-A-Plane filmed a TV show at the Airport and Beechcraft Museum last week. She will notify everybody when the program is scheduled to be aired. Mike Loehle advised Board members that the Harton WWII hangar is being utilized as a paint shop and that \$162 per month is being paid to TAA for use of the hangar.

Doug Kincell questioned the threshold markings on runway 36 and asked why that portion of runway could not be used for takeoff. Chairman Miller reported that the threshold was relocated according to the terms of an Agreement between TDOT and the City and that the threshold was marked according to TDOT's directions. He advised that following discussions with them, TDOT suggested an alternative marking that will allow taxing of aircraft and a NOTAM has been issued allowing taxing of Aircraft on the 800 feet of runway. Mr. Kincell also questioned why the Airport was closed for several days during a recent snow event. TAA and the City do not own any equipment that is effective for snow removal but Jon Glass and Michael Luckado will check on prices and availability of the equipment.

John Stubbs questioned the Thru-The-Fence issue with the Harton WWII hangar. Chairman Miller reported that an Agreement is in place regarding the hangar and it is on the current, approved Airport Layout Plan (ALP) for the Airport.

Chris Rounds reported that he was involved in an Air Race in China and the organizers of the event are interested in doing one at this Airport. He reported that four or five pilots would be involved in the timed and closed course event. It will require FAA approval and closure of the Airport for several hours. Chairman Miller suggested that the event could be held during the July 1 Airshow/Fireworks event. Jon Glass asked Mr. Rounds to attend the next scheduled Air Show meeting. The item will be moved to the New Business section of the agenda.

- 4. FBO Report** – Trev Echols presented the FBO report. Fuel sales for February were down about 50% over the previous year. He reported that there were several complaints on fuel prices and provided a spreadsheet of fuel price increases and his purchase price over the past month. He advised that Airport-based customers will be able to get a \$1.00 per gallon discount on AVGAS for the next couple of months. Mr. Echols is working with Bonaroo to provide some extra services during the music festival.
- 5. Treasurer's Report** – Karla Smith presented the Treasurer's report. She provided updates on the financial statements, cash flow report and terminal building account status. She reported that the Terminal building is paid for with no liens and the citizen's donation account has a balance of \$16,000. Copies of the FY 09/10 audit from Housholder and Artman were provided for Board member review. Mrs. Smith reported that 2 minor findings were reported regarding purchase orders and voided checks. The Airport Authority decided to accept the findings and were pleased with the report.

March 8, 2011

6. Jon Glass presented his Airport Manager Report:

CURRENT PROJECTS

Terminal Building – The final payment of \$5,472 was hand delivered to Pete Sain on 2/15/11. The west vestibule has been repaired and 24-hour access keypad replaced. P&M Security Co. submitted an estimate for an extra camera to cover the jet fuel tank with 90/10 funding for \$1,481.11 – **A Motion was made and approved** to accept the P&M bid. Energy Control Consultants submitted an estimate to tint the top two rows of windows in West lobby for \$990.00 or all four rows for \$1,980.00. **A Motion was made and approved** to accept the Energy Control Consultants bid in the amount of \$1,980.00 pending Richard Rinks' approval. Picnic tables will be installed in the next few weeks.

36 Threshold Work – Bid information was sent to Guardian Electric, Lawson's Electric, Baker's Electric and Payne Electric and was advertised in The Tullahoma News. The following sealed bids were received prior to the March 4, 2011 deadline at 1:00 pm:

Lawson Electric - \$24,860.00
Guardian Electric - \$26,700.00

The balance in City's Airport capital improvement account is \$49,557. **A Motion was made and approved** to accept the Lawson Electric bid in the amount of \$24,860.00. The Contractor can begin work in about 10 days.

Runway 18/36 – Copies of the first and second TDOT - City Agreement are included for Board member review.

FY 11/12 Budget – The budget is due on 3/25/11 and the Board of Mayor and Aldermen will review the budget request on 4/11/11. The FY 10/11 budget was included for Board member review. An Airport budget work session is now scheduled for March 22 at 5:00 pm.

Audit Report – Karla Smith reported on the FY 09/10 Audit from Householder and Artman during the Treasurer's report.

Maintenance Contract Reimbursement – Jon Glass submitted a maintenance contract reimbursement request for \$8,661.45 on 12/28/10.

Coffee County Appropriation – The \$12,000 check from the County arrived on 3/7/11.

Runway 6/24 – NOTAMS have been issued that 6/24 has runway and taxiway lights, REIL's and PAPI's. NOTAMS have also been issued for the runway 6 VOR and RNAV approaches available at night and VOR for 24. RNAV for 24 has not been published yet.

Momentum Foundation – The Engineering grant for ramp paving in the amount of \$30,000 has been approved and contracts requested. We will then apply to the Aeronautics Commission for the construction funds after July 1, 2011. Application for the 84/16 share funded water/sewer infrastructure grant with estimated cost of \$295,500 to the TN Department of Economic and Community Development has been approved and the City is waiting on the signed contract from the state.

2011 Air Show – Bill Rutley, Mike Rutherford, Murray King and Jon Glass met with Col. Panarisi Tuesday morning 3/8/11 and received a pledge of \$15,000 from AEDC to support the A-10 demo team and P-51 for a Heritage Flight. Jon Glass reported that the acrobatic box for the A-10 demo team will be confined to the Airport property.

Airfield Signage/Lighting Inventory – We have not received the amendment from TAD for this project as of 3/2/11. Steve Upshaw advised it should be prepared and sent to us the week of March 7.

Drainage Repair – Signed amendment and \$9,400 local share have been sent to TDOT Commissioner for approval on the \$94,000 project.

Wal-Mart Retaining Ponds–The Contractor continues to apply the repellent and lasers on a weekly basis. The Contractor advised that they will also place propane cannons in the area with City approval.

LPV Approaches – Date for publication has been moved to June 30, 2011. FAA has submitted numerous forms to Jon Glass for completion regarding airfield and runways. This is a good sign the June 30, 2011 date for publication will be met. Jon Glass talked to Allan Young with FAA on 3/3/11 and work is progressing.

Tree Planting – The trees have been planted and the Contractor has been paid.

Ramp Lighting – TUB has installed 3 of the 4 new lights as of 3/4/11. Jon Glass reported that their trencher was down for repairs and power would be provided to complete the lighting work as soon as it was repaired. The remaining acorn style light for the Terminal building gate is on backorder and should arrive in 4 to 6 weeks.

Ramp Repair – Contracts have been returned to TAD for approval. It is a \$500,000 contract with 90/10 funding. Funding for the local share has been determined using a refund from TAD on previous projects and City Airport account.

South Hangar Damage – Jeremy Bell sent a certified letter to Keith Moore regarding the damage to South hangar. Letter was provided to Board members for review.

MAINTENANCE/NAVAID PROBLEMS

SDF – Out of service about 2 hours – reset ok.

March 8, 2011

NDB – No problems or outages for February 2011. Buddy Chellstorp has the new antenna for NDB monitor.

VOR – No problems or outages for February 2011.

AWOS – Phone line switch to AT&T completed 2/2/11 and working properly.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for February 2011.

REILS AND PAPI – No problems or outages for PAPI's and REILS during February 2011. PAPI's on 36 are turned off due to threshold relocation.

HANGAR RENT/INSURANCE

HANGAR RENT – The new hangar rent total due for 2011 is \$42,844.44 (Vanderbilt Life Flight not included) with CPI increases. As of 3/3/11, \$16,390.75 has been collected for 2011. **Note** – Mid-Ten is scheduled to start paying \$800 per month for the north and south hangars on March 1, 2011.

OVERDUE RENT - Tom Perkins (3 months).

EXPIRED INSURANCE CERTIFICATE – Gary Meuer (\$209) and Tom Perkins (\$109).

OTHER –

LEASES -

FBO CONTRACT COMPLIANCE

<i>DATE</i>	<i>TIME</i>	<i>ISSUE</i>

AIRPORT TRAFFIC

<i>DATE</i>	<i>FUEL SOLD (gallons)</i>	<i>TRANSIENT AIRCRAFT</i>	<i>JET OR TURBOPROP</i>
<i>February 2010</i>	6,237.5	59	12
<i>February 2009</i>	6,637.8	61	31
<i>February 2008</i>	6,637.8	52	18
<i>February 2007</i>	8,972.5	89	24

AIRPORT MARKETING/PRESENTATIONS – No presentations for February 2011.

SUGGESTION BOX – No comments as of 3/4/11.

OLD BUSINESS/NEW BUSINESS INFORMATION

Fuel Flow Fee Review – At the November 9, 2010 Board meeting, the fuel flow fee on self-serve fuel was reduced to 0 cents per gallon until the FBO received a credit card machine from Phillips. A motion was also made and approved to reduce the fuel flow fee to 5 cents per gallon when fuel sales are below 5,000 gallons per month and ten cents per gallon for fuel sales above 5,000 gallons per month for the time period between November 2010 and February 2011.

Commercial Operators Insurance Update – A letter from Jody Baltz along with the commercial operators and ground lease agreement policies are included for Board member review. A few questions to consider: effective date for insurance requirements for new commercial operators, adding a statement to our policies that commercial operators will agree to our Minimum Standards, and a review of the \$5.00 per month fee for aircraft stored in hangars.

7. Old Business:

- A. Fuel Flow Fee Review** – The Board approved a five cent per gallon reduction in the fuel flow fee for fuel sales below 5,000 gallons per month at the November 2010 Board meeting which was due to expire February 28, 2011. **A motion was made and approved** to extend the reduced fuel flow fee until March 31, 2011. Chairman Miller reported that he had discussions with Jody Baltz and Sue Wilson about the City purchasing fuel in bulk and contracting with the FBO to distribute the fuel which would help reduce costs about fifty cents per gallon. Chairman Miller advised that if the Board approved the concept it would go to the Board of Mayor and Aldermen for consideration. Sam Crimm suggested that the idea be studied further. Sam Crimm, Sharon Tinkler, Jim Apple, Trev Echols and Karla Smith will form a committee to discuss the concept.
- B. Commercial Operators Insurance Update** – Chairman Miller reported that Jody Baltz submitted a letter for TAA review regarding insurance requirements for commercial operators on City property. Jeremy Bell asked for additional time to review the issue and requested the Board delay action until the April Board meeting.

8. New Business:

- A. John Miller Hangar Modification Request (S101)** – Chairman Miller presented a written request to run a water and gas line to the east side of his hangar. This will require cutting a 3 foot wide trench in the concrete on the east side of the hangar, which will be backfilled with gravel once the lines are in place. Sam Crimm made a

March 8, 2011

recommendation that the gas line be expandable to serve other hangars if needed. **A motion was made and approved** to allow the hangar modification as requested.

B. Air Race – A motion was made and approved to approve the Air Race concept at the Airport described by Chris Rounds during the Public Comments item of the meeting.

C. Officer Elections – A motion was made and approved by acclimation for the following Board positions:

Chairman – John Miller

Vice/Chairman – Jim Apple

Treasurer – Karla Smith

Assistant/Treasurer – Sharon Tinkler

Secretary – Sam Crimm

Assistant/Secretary – Rod Pozo

9. Alderman Norris Comments – Alderman Norris reported that the City will consider budgets in the coming months. He reported that sales tax receipts had decreased the past three years but he thought they will improve over the next year. He said this coming fiscal year will be another year with extremely tight budgets.

Chairman Miller recognized Alderman Eads who attended the meeting and asked if he had any comments. Alderman Eads reported that he thought the Airport was a valuable asset to the community and appreciated the work TAA was doing. He pledged support to help make the Airport more competitive with fuel prices and raise more revenue if it did not increase risk to the City

10. Meeting adjourned at 6:27 pm.

Submitted on 3/10/11

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting